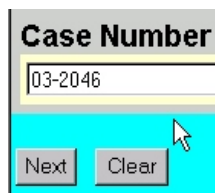


**Interrogatories**

**STEP 1** Click the **Adversary** hyperlink on the **Main Menu** then click on **Miscellaneous**.

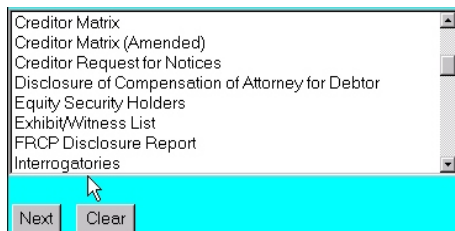


**STEP 2** The **Case Number** screen displays.



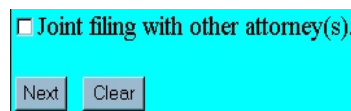
- ◆ Type in the **Case Number**.
- ◆ Click on the **Next** button.

**STEP 3** The **select type of document** screen displays.




- ◆ Scroll down and highlight **Interrogatories**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt displays.



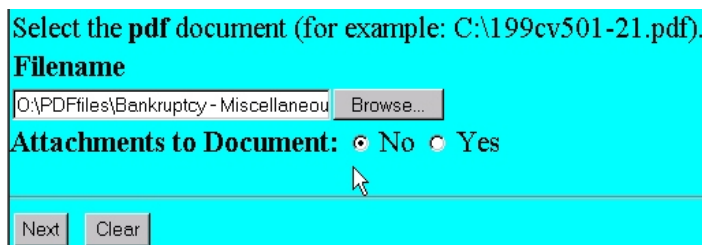
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



- ◆ Click on the party(s) name.
- ◆ Click on the **Next** button .

**STEP 6** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to the document, click on the **Next** button.

**STEP 7** The **With Certificate of Service** screen displays.



- ◆ Type a lowercase 'y' if your document includes a Certificate of Service; type in a lowercase 'n' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 8** The **Docket Text: Modify as Appropriate** screen displays.

- ◆ Add additional text as appropriate
- ◆ Click on the **Next** button.

**STEP 9** The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.

- ◆ Verify the final docket text. If correct, click on the **Next** button.
- ◆ If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

**STEP 10** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.